

YOUTH SERVICES POLICY

Title: Facility Tours Next Annual Review Date: 04/27/2011	Type: C. Field Operations Sub Type: 1. General Number: C.1.18
	Page 1 of 3
References: ACA Standards 4-JCF-2A-20, 4-JCF-3A-19, (Performance-Based Standards for Juvenile Correctional Facilities), and CJCA Performance-Based Standard SaEP3; YS Policies A.2.16 "Tobacco Free and No-Smoking Policy", C.2.5 "Searches of Visitors", and C.5.1 "Performance Data and Information"; La. R.S. 14:402; and La. C.Cr.P. Art. 215.2	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/27/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish guidelines for providing tours at OJJ facility properties.

III. APPLICABILITY:

Facility Directors, facility staff and potential tour participants.

IV. DEFINITIONS:

Tour - One or more persons not employed by or associated with the Office of Juvenile Justice (OJJ) who are allowed on OJJ facility property to observe any part of a facility or program.

V. POLICY:

Tours of facilities are granted for the purpose of educating interested persons about OJJ, its goals, objectives, and programs. Tours are typically granted to persons interested or involved in juvenile justice, such as state officials, Juvenile Justice professionals from other agencies, and students. Tours are not granted for the purpose of showcasing a punitive environment.

VI. PROCEDURES:

A. Organization and Administration

1. The Facility Director, or designee, will organize the tour program.

2. The Facility Director will notify the Deputy Assistant Secretary - Facilities of the proposed tour before it actually takes place, including the name of the requesting organization and the size of the group.

B. Scheduled Tours

1. The following information will be required in advance for all requests:
 - a. Name of the group or organization making request;
 - b. Number in the group;
 - c. Names of persons who plan to participate in the tour; and
 - d. Specific interest of the group.
2. Requests for tours will be reviewed by the Director, or designee, and approved on a case-by-case basis.
 - a. Students must be older than 18, unless granted an exception by the Facility Director, and part of an educational program.
 - b. Persons who are on parole/probation status in the community, former OJJ youth, or family members of youth currently under OJJ custody, must be individually approved in writing by the Facility Director to participate in a facility tour.
3. A tour guide will be appointed by the Facility Director, or designee.
4. Approved tours will be confirmed by telephone by the Facility Director, or designee, to the person in charge of the visiting group.
5. The front gate will be notified of all tours in writing, at least 24 hours in advance by the Facility Director, or designee.
6. Unscheduled tours are discouraged. The Facility Director's office will be notified of all requests for unscheduled tours and has final decision making authority.
7. Tour size and route will be determined based on the focus of the tour group. Youth may be involved in conducting some aspects of the tour whenever it is deemed appropriate by the Facility Director.

C. Tour Guide Duties and Responsibilities

1. Facility Director will ensure that all tours will be supervised by staff.

2. All tour groups will be met at the front gate. Tour participants must check in and present photo identification, register in the Visitor Log and receive a visitor ID (if applicable). Upon completion of the tour, all participants will sign out and return the visitor ID if one was issued.
 - a. Persons without prior authorization to participate in the tour will be denied access into the facility.
 - b. All tour participants and their belongings will be subject to search prior to admission to the facility.
 - c. Only essential articles may enter the facility. All nonessential items must be left in the visitor's vehicle.
 - d. Persons who attempt to bring any contraband into a facility will be denied access into the facility.
 - e. The facility may terminate an individual's tour for any violation of facility rules or for any conduct that threatens the security or orderly operation of the facility. The facility may also ban the individual from the facility and/or restrict the visitor's future access to any OJJ facility.
3. Tour guides will advise tour groups of the following guidelines:
 - a. The group must stay together at all times.
 - b. No cameras or tape recorders are allowed without specific written authorization of the Facility Director.
4. Tour records will be maintained at each facility with the following information:
 - a. Name of group and sponsor;
 - b. Names/ages of persons on tour; and
 - c. Time/date of tour.
5. Each facility will report all tours conducted on a monthly basis through the narrative section of the C.5.1 Report.

Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A

Attachments/References: